

# CLEMSON UNIVERSITY STAFF SENATE EXECUTIVE COMMITTEE

November 26, 2013, 8:30 AM, 801 University Union

## Minutes

**Members Present:** Anne Cummings, Wendy Howard, Julie Jones, Julia Lusk, Angela Nixon, Carol Pike, and Tina White

**Members Absent:** Kay Bagwell, Matt Bundrick, Deb Charles, Shelly Geer, and Reba Kay-Purdessy

**Guest:** John Mueller

President Angela Nixon called the meeting to order.

1. **Approval of Minutes:** Tina White moved to approve the minutes of the October 29, 2013 Staff Senate Executive Committee meeting as submitted. Anne Cummings seconded the motion and the vote was unanimous. The minutes were approved.

## 2. President's Reports

### A. Other:

1. **Human Resources**, John Mueller. 1) Budget centers that were scheduled to transition to Kronos, the new electronic timekeeping system, were postponed. The phased implementation of Kronos will be delayed until technical issues are resolved. Additionally, the language in the Tuition Assistance Policy is being reviewed.
3. **Financial Update**, Julie Jones. Funds remaining in the operating budget as of November 11<sup>th</sup>: (a) Vending: \$7,366.79; (b) Staff Senate funds: \$2,864.97; (c) Travel: \$9.68; (d) SDP: \$10,013.14.

## 4. Committees

### A. Standing

- 1) **Activities**, Julia Lusk. The reception honoring our scholarship recipients is December 10, 2013, 11:30 a.m., Ballroom A, Madren Center. Carol Pike volunteered to decorate the tables with holiday themed centerpieces.
- 2) **Communications**, Anne Cummings and Reba Kay-Purdessy. No report.
- 3) **Membership**, Kay Bagwell and Shelly Geer. Membership met November 19. 1) There are four (4) senators whose terms are ending and they will mandatorily be retiring from the Staff Senate due to having served two consecutive terms. These Budget Centers will require solicitation for nominations to replace the four retiring senators. We've gotten the plaque information from our retirees and will share with Karon. 2) There are twelve (12) senators whose terms are ending, but they are eligible to re-run for another term. We will reach out to these senators to see their intentions for re-running for a second term or retiring for the Senate, so we can get their plaques prepared. 3) There are three vacancies due to resignations: Chris Greggs (Financial Affairs); David Stancil (Facilities) and Karen Arnold (Athletics). 4) Of the nine senators whose terms are ending, Dede Norungolo (PROVOST), Kim Fisher (CCIT), Sarah Reeves (STU AFFAIRS) and Rusty McDonald (FACILITIES) have agreed to run for another term. We haven't received a response from Adam Hunter of his intentions. Angela Nixon will notify us with her decision after the holidays. We received retirement plaque preferences from those senators who have chosen not to run for another term. We will forward that information to Karon. 4) The committee decided to dismiss Wilder Ferreira due to excessive absences. Will ask Karon to assist in the process. 5) The following Budget Centers may require solicitation for nominations: PSA, CES, Provost, CAFLS, BBS, CCIT, Athletics, Student Affairs, Research, Advancement, Facilities and Financial Affairs.

- Deb Charles and Deveraux Williams will assist with CCIT, CES and Advancement
- Kari Tankersley will assist with PSA and Research
- Shelly Geer will assist with Athletics
- Laura Clay will assist with Provost and CAFLS
- Gail Gilbert will assist with BBS and Financial Affairs
- Kay Bagwell will assist with Student Affairs and Facilities

Deveraux agreed to assist us in setting up the voting form(s) in case elections are needed.

- 4) **Policy and Welfare**, Wendy Howard. 1) P&W and Exec met with Michelle Piekutowski and John Mueller on November 12<sup>th</sup> to discuss staff compensation and market comparisons mentioned by the administration. Piekutowski reviewed a PowerPoint presentation with the group (Attachment). Wendy asked to share the information from the presentation with the Senate. Angela Nixon will confirm that the information in the PowerPoint has been approved for dissemination. 2) More spaces are being created in the gravel lot off of Cherry Road and more buses will be routed through the area. 3) The Faculty Senate is interested in exploring the idea of creating an endowment to support scholarships of employees' children. P&W asked to participate in the conversation with the Faculty Senate and the Foundation regarding creating an endowment. A motion was not made, so a vote was not taken. The Exec group was not in favor of pursuing a new scholarship endowment at this time. Exec did not approve. Concerns expressed were:

- If this occurs, who would manage the accounts?
- What would be the proposed selection criteria for the recipients?
- Could the students apply for and receive both scholarships?
- We already have an endowment created, why not find ways to increase support for the one already funded?
- Would this new endowment hurt ours?

- 5) **Scholarship**, Carol Pike. The committee will meet next Tuesday to wrap up the 5K. If anyone has suggestions on ways to improve the race, please forward them to a member of the Scholarship Committee. Carol announced that plans on leaving employment with Clemson University in January 2014. Scholarship will submit potential chair replacement names to Angela for the remainder of the term.

## 5. Unfinished Business

- A. **Tobacco Survey Update**, Julia Lusk. Four of the most compelling questions from the recent tobacco free survey are below. The reason it does not add up to 100% is because the neutral responses were not included.

How satisfied are you with the existing policy on smoking?

Staff – 50.15% satisfied; 28.32 unsatisfied

Faculty – 47.76% satisfied; 33.71 unsatisfied

Undergrads – 55.85% satisfied; 23.66 unsatisfied

Grads – 50.52% satisfied; 24.4 unsatisfied

How do you feel about extending the current policy of no smoking indoors to include all outdoor areas on CU properties?

Staff – 64.01% favor; 29.20 oppose

Faculty – 61.8% favor; 33.14 oppose

Undergrads – 43.96% favor; 51.97 oppose

Grads – 53.26% favor; 41.58 oppose

How do you feel about CU implementing a policy of **NO TOBACCO** use both indoors and out?

Staff – 62.83% favor; 29.2 oppose

Faculty – 61.24% favor; 33.71 oppose

Undergrads – 40.82% favor; 57.47 oppose

Grads – 51.2% favor; 42.27 oppose

How important is it for you to work in a tobacco-free environment?

Staff – 66.07% important; 21.23 not important

Faculty – 64.6% important; 21.35 not important

Undergrads – 34.26% important; 52.42 not important – which makes sense it's not important b/c they're not working here...

Grads – 53.61% important; 35.05 not important

**6. New Business**

- A. Tobacco Free Policy Resolution**, Julia Lusk. The Tobacco Free Task Force has requested that the Senate pass a resolution regarding the proposed tobacco policy. A draft of the policy is available at <http://www.clemson.edu/faculty-staff/staff-senate/documents/tobacco-policy.pdf>. A survey will be distributed to Senators so a resolution can be drafted by the December 10<sup>th</sup> meeting.
- B. Provost Search**, Angela Nixon. Kelly Smith asked Angela Nixon to serve on the Provost Search Committee. The search will likely start in January 2014.
- C. 2014-2015 Commitment**, Group. The consensus of the group was to commit to 10 scholarships at \$1500 each for 2014-2015 academic year.

**7. Announcements**

- A.** December General Faculty Meeting, Wednesday, December 18, 2013, 1:00 p.m., Brooks Center
- B.** Holiday/Scholarship Recipient Reception, December 10, 2013, 11:30 a.m., Madren Center, Ballroom A

**8. Adjournment:** There being no further business to discuss, the meeting adjourned.

**Next Meeting:** Tuesday, January 28, 2014, 8:30 a.m., 801 University Union